



Division of Extramural Activities

NCI Frederick Advisory Committee

Charter Summary

AUTHORITY

42 U.S.C. 285a-2(b)(7), section 413(b)(7) of the Public Health Service Act, as amended. The NCI-Frederick Advisory Committee (Committee) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

MEMBERSHIP AND DESIGNATION

The Committee will consist of 16 members, including the Chair, appointed by the Director, NCI. Members will be authorities knowledgeable in drug and vaccine development, clinical trials support, AIDS research, bioinformatics, genomics, nanotechnology, biological repositories, and basic research in immunology and infectious diseases. Additionally, a nonvoting representative from the National Cancer Advisory Board, the NCI Board of Scientific Advisors, and the NCI Board of Scientific Counselors (Basic Sciences and Clinical Sciences and Epidemiology) will serve for the duration of their terms on their respective Boards. Ex officio members include the NCI Deputy Directors; select NCI Division Directors; and the Associate Director, NCI-Frederick. All non-Federal members serve as Special Government Employees. Members and the Chair will be invited to serve overlapping four-year terms. A quorum for the conduct of business by the full Committee will consist of a majority of currently appointed members. A member may serve after the expiration of that member's term until a successor has taken office.

DESCRIPTIONS OF DUTIES

The National Cancer Institute (NCI) facility in Frederick, Maryland, was established in 1972 as a Government-owned Contractor-operated (GOCO) facility. In 1975, the facility was designated as a Federally Funded Research and Development Center (FFRDC) to provide a unique national resource for the development of new technologies and the translation of basic science discoveries into novel agents for the prevention, diagnosis and treatment of cancer and AIDS.

The Committee will review major new projects proposed to be performed at NCI-Frederick and advise the Director, NCI and Associate Director, NCI-Frederick about the intrinsic merit of the projects and about whether they should be done at the Frederick facility. In addition, this Committee will periodically review the existing portfolio of projects at NCI-Frederick, evaluate their productivity, help determine which of these projects should be transitioned to more conventional mechanisms of support, i.e., (grants, contracts, cooperative agreements) and which should be considered for termination. The Committee will help to assure that the operations at NCI-Frederick are open, transparent, and in the best interests of the entire cancer research community.

Contractor-initiated research will be monitored and evaluated periodically within the span of a contract period. The Committee will consider proposed research and will provide advice as to whether the NCI-Frederick is the best mechanism for carrying out these projects which it deems to be of merit and to be consistent with the mission of the National Cancer Institute and NCI-Frederick.

The Committee will submit a written description of the research and its recommendations to the Director, NCI, Deputy Directors, NCI, and the Associate Director, NCI-Frederick. The Committee Chair will submit a written description of the results annually to the National Cancer Advisory Board. The advisory role of the Committee is scientific and does not include deliberation of matters of public policy. No member who is affiliated in any way

with the Contractor organization will serve on this Committee.

As needed and with the approval of the Executive Secretary, the Committee may call upon special consultants, assemble ad hoc working groups, appoint subcommittees and convene workshops and conferences.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Committee will be held approximately 3 times within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Committee's functions, dates and places of meetings, and a summary of the Committee's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.